

# **Demolition Application Notice Report Historic Preservation Commission 2009**

## **Introduction:**

Section 29-21.4 of the City's Code of Ordinances was amended December 1, 2008 to authorize the Historic Preservation Commission (HPC) to review demolition permit applications. Since December of 2008, the HPC has reviewed 28 demolition permit applications for 32 properties.<sup>1</sup> Most applications were for single-family residences over fifty years old; however, the Commission also reviewed commercial, office and auxiliary structures. 68%, or 22 out of 32, applications were for structures more than fifty years old. Of the 22 potentially historic properties, the HPC pursued action in one instance by initiating contact with the property owner to discuss alternatives. The demolition notice review process and powers and duties of the HPC are detailed below and a list of the properties reviewed in 2009 is attached.

## **Demolition Permit Process:**

As per §3303.7 of the City's Code of Ordinances, an application for a demolition permit is held by Protective Inspection (PI) for ten business days to allow for review by the HPC. When a demolition permit application is received by PI, a demolition notice is immediately forwarded to the Planning Department. Planning staff signs and dates the notice form and the ten-day hold begins. So as to provide adequate time for review by the HPC, planning staff performs the following tasks immediately after receiving the demolition notice:

- 1) Demolition Application Notice & Notice Receipt forms are scanned;
- 2) The Boone County Assessor's property summary page is generated to indicate the property type, year built, owner, and other applicable information (and scanned to the file);
- 3) The property is mapped and checked against the City's historic preservation planning documents to determine if the property may be a "historic resource" (in a historic district or surveyed area, recognized as one of the City's Most Notable Properties, or recognized by the National Register of Historic Places)<sup>2</sup>;
- 4) A site visit is conducted, and pictures are taken if the structure is more than fifty years old (as per local and national recognition standards fifty years is the threshold for properties to be potentially significant);
- 5) The above documents and information is sent to each of the HP Commissioners within 24 hours of when the notice is received by the

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<sup>1</sup> 28 Demolition Notices were received regarding 32 individual addresses; in three instances a property owner submitted a single application for two or three properties

<sup>2</sup> For "Historic Resource" see §3303.7: Historic Preservation Commission review of demolition permits

department. A map of the property is sent if it has the potential to be a historic resource (see criteria under task #3), or if staff feels the property will be difficult to find. Commissioners are encouraged to personally visit properties that are of interest or have the potential to be historically significant.

- 6) PI staff places a demolition notice sign in front of the property once notice of the application has been provided to the Planning Department. The sign, which lists the Planning Department's contact information, is displayed on the property for the duration of the ten-day hold.

### **Powers and Duties of the Historic Preservation Commission:**

According to §29-21.4, the HPC is authorized to:

- 1) Review and comment on applications for demolition permits referred to the commission by the building official pursuant to the Building Code of Columbia, Missouri;
- 2) Advise the property owner of any historical significance of the building to be demolished and recommend alternatives; and
- 3) Document historic resources to be demolished.

The commission does not have the authority to deny an application for a demolition permit. However, if the subject property is a landmark or located within a historic district, the HPC may recommend the Public Works Director issue a stop work order for a demolition which would require a certificate of appropriateness for which a certificate has not been issued or to stop work that violates the conditions of a certificate (§29-21.4 D-13).

### **Action Items:**

The Historic Preservation Commission was advised of the 32 demolition notices received from December 2008 through December 2009. Notice was sent by email to the Chair, Brian Treece, and the longest serving Commissioner, Doug Sebastian, until April of 2009. From May through December of 2009 all commissioners received the demolition notices and information through their personal email. Note: Commissioners do not comment on demolition applications through email as to comply with the City's open meeting policy.

Planning staff presented the facts of each demolition application at the next meeting so as to offer the Commission an opportunity to comment on the record. Meeting minutes reflect these comments. In cases where the next scheduled meeting would fall beyond the ten-day waiting period, Commissioners may individually email the Chair their comments and the Chair may call a special meeting. No special meetings were called to discuss demolition applications in 2009.

None of properties reviewed in 2009 were considered a "historic resource" (as per §3303.7) because of a local designation (Most Notable or Historic Preservation Overlay District) or due to national recognition (as a National Register Historic Place or District). However, the 22 properties more than fifty years old could potentially be found historically significant by the Commission.

One property, 2715 Rangeline Street, the private home of Lola Hawkins and a former dairy operation (c. 1929), was discussed at length by the Commission at the June, 2, 2009 meeting. A resident with knowledge of the property also presented information to the HPC after seeing the demolition notice sign outside the property. Following the presentation and discussion, the Commission made a motion, unanimously approved, to initiate contact with the property owner to discuss alternatives to demolition. Mr. Treece contacted the property owner but the property owner did not respond until after the property had been demolished. There were no other instances in which the HPC pursued action following a demolition application.

**Notes:**

- The fee for a permit for the demolition of a building or structure is: Residential - \$25.00, Commercial - \$50.00.
- A \$2,000 Cash Performance Bond is required for each demolition permit.
- Exceptions to the demolition ordinance, §3303.7:
  - 1) A building or structure that has been determined to be a public nuisance and dangerous to the health, safety or general welfare under the Property Maintenance Code of Columbia, Missouri.
  - 2) A building or structure that the City, before December 1, 2008, has authorized to be demolished.
  - 3) Interior demolition.
  - 4) An accessory building or structure that is not contemporary with an historic resource.
  - 5) A building or structure for which the State Historic Preservation Office, Department of Natural Resources, has completed a Section 106 review and returned a finding of no historic significance.
  - 6) A building or structure that is subject to the certificate of appropriateness provisions of Sec. 29-21.4 of the Code of Ordinances, Columbia, MO.

**Ordinances:**

Historic Preservation Commission Powers and Duties, §29-21.4 D:

[http://www.gocolumbiamo.com/Council/Columbia\\_Code\\_of\\_Ordinances/Chapter\\_29/21.4.html](http://www.gocolumbiamo.com/Council/Columbia_Code_of_Ordinances/Chapter_29/21.4.html)

Historic Preservation Commission Review of Demolition Permits, §3303.7:

[http://www.gocolumbiamo.com/Council/Columbia\\_Code\\_of\\_Ordinances/Chapter\\_6/17.html](http://www.gocolumbiamo.com/Council/Columbia_Code_of_Ordinances/Chapter_6/17.html)

### Appendix A: 2009 Demolition Notice Activity

Notice Date:	Property Address:	Year Built:*	Age :	Historic Designation:**	HPC Action:
12/22/2008	906 Woodson Way	***	***	N/A	Review
1/20/2009	1910 Monroe	1910	99	N/A	Review
1/20/2009	505 Sexton	1940	69	N/A	Review
1/21/2009	415 North Stadium Blvd. (McDonalds)	***	***	N/A	Review
1/30/2009	100 North Garth	1948	61	N/A	Review
1/30/2009	102 North Garth	1948	61	N/A	Review
1/30/2009	7 East Walnut	1948	61	N/A	Review
1/30/2009	5 Third Avenue	1920	89	N/A	Review
2/2/2009	411 McBaine	1920	89	N/A	Review
3/11/2009	2700 Green Valley Drive	1935	74	N/A	Review
3/12/2009	1511 Windsor	1930	79	N/A	Review
3/17/2009	511 Conley Road (auxiliary bldg)	1977	32	N/A	Review
3/26/2009	2808 Paris Road	***	***	N/A	Review
4/20/2009	909 Clinkscales	1970	39	N/A	Review
5/1/2009	401 North Providence Road	1966	43	N/A	Review
5/19/2009	112 East Forest Avenue	1925	84	N/A	Review
5/27/2009	2715 Rangeline Street	1929	80	N/A	Review; Contacted property owner to discuss alternatives
6/9/2009	500 Rollins Street	1930	79	N/A	Review
6/16/2009	5304 I-70 Drive SE	1970	39	N/A	Review
7/30/2009	1611 McKee Street	1930	79	N/A	Review
8/21/2009	7200 East ABC Lane (3 structures)	1968	41	N/A	Review
9/29/2009	416 Westwood Avenue	1978	31	N/A	Review
9/30/2009	812 Charles Street	1940	69	N/A	Review
9/30/2009	309 North Garth Avenue	1930	79	N/A	Review
9/30/2009	1607 Paris Road (rear structure)	1940	69	N/A	Review
10/22/2009	1411 South Rustic Road	1950	59	N/A	Review
12/4/2009	1207 Smith Street	1940	69	N/A	Review
12/14/2009	509 Tara Lane	1940	69	N/A	Review
12/23/2009	116 South Tenth Street	1944	65	N/A (not in Downtown Historic District)	Review
12/24/2009	120 South Tenth Street	1900	109	N/A (not in Downtown Historic District)	Review
12/25/2009	122 South Tenth Street	1900	109	N/A (not in Downtown Historic District)	Review
12/30/2009	350 East Old Plank Road	1960	49	N/A	Review

\*Year Built: Estimate according to Boone County MO Assessor

\*\*Historic Designation: Indicates the building or structure is in a historic district, and/or is a landmark, and/or has otherwise been recognized as historically significant

\*\*\*Unknown but less than 50 years

## Appendix B: Demolition Permit Application

### DEMOLITION PERMIT APPLICATION

City of Columbia Public Works Department / Protective Inspection Division  
701 E. Broadway, Columbia, Missouri 65201  
Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251

BUILDING ADDRESS:		PROPERTY ZONING:	PERMIT #
PROPERTY USE:	CONSTRUCTION TYPE:	LEGAL DESCRIPTION:	
CONTRACTOR:		BUILDING OWNER:	
ADDRESS:		ADDRESS:	
CITY, STATE, ZIP		CITY, STATE, ZIP	
TELEPHONE NUMBER:		TELEPHONE NUMBER:	
E-MAIL ADDRESS:		E-MAIL ADDRESS:	

  

<b>REQUIREMENTS FOR DEMOLITION PERMIT</b>		
_____ [Inspectors Initials]	For occupancy <b>other than</b> one and two family, submit copies of written notice to adjoining property (lot) owners of intent to demolish building. To be delivered one week prior to commencement of work per IBC, Section 3307.1	
_____ [Inspectors Initials]	Utilities disconnect certificate for <b>gas</b> per IBC, Section 3303.6 Contact Ameron UE Phone 573-876-3048	
_____ [Inspectors Initials]	Utilities disconnect certificate for <b>water</b> per IBC, Section 3303.6 Visit Utility Accounts Department, 701 E. Broadway, Consolidated Water District, 1500 N. 7 <sup>th</sup> St.	
_____ [Inspectors Initials]	Utilities disconnect certificate for <b>electric</b> per IBC, Section 3303.6 Visit Utility Accounts Department, 701 E. Broadway, Boone Electric Cooperative 1413 Rangeline St.	
_____ [Inspectors Initials]	Results of sewer tap inspection by City Sewer Maintenance Division Contact the Sewer Maintenance Superintendent, phone # 874-6287.	
_____ [Inspectors Initials]	Refundable cash bond of \$2000.00.	
_____ [Inspectors Initials]	Submitted Historic Preservation Commission Intent to Demolish Structure. Date Submitted _____ Ten (10) working day delay required.	
I hereby acknowledge that I have read this application and state that the above is correct and I agree to comply with the city ordinances and state laws, regulating building demolition.		
GENERAL CONTRACTOR SIGNATURE	DATE	APPROVED BY

Last amendment December 20, 2008

## Appendix C: Demolition Application Notice & Notice Receipt

### NOTICE TO CITY OF COLUMBIA HISTORIC PRESERVATION

### COMMISSION OF THE INTENT TO DEMOLISH A STRUCTURE

City of Columbia Public Works Department / Protective Inspection Division  
701 E. Broadway, Columbia, Missouri 65201  
Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251

BUILDING ADDRESS:	
CONTRACTOR:	BUILDING OWNER:
ADDRESS:	ADDRESS:
CITY, STATE, ZIP	CITY, STATE, ZIP
TELEPHONE NUMBER:	TELEPHONE NUMBER:
FAX NUMBER:	FAX NUMBER:
E-MAIL ADDRESS: (Required)	E-MAIL ADDRESS: (Required)

**Check which applies:**

☐ Demolition permit applied for on \_\_\_\_\_.

☐ I intend to apply for a demolition permit for a building at the above address

**To the best of your knowledge:**

Is the building or structure to be demolished more than fifty (50) years old?  
Yes                      No

Is the building or structure in a historic district, is it a landmark, or has it otherwise been recognized as historically significant?    Yes                      No

**Name Printed** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Received by Planning and Development Department for the Historic Preservation**

**Commission:** \_\_\_\_\_.

Amended December 20, 2008

# NOTIFICATION RECEIPT

City of Columbia Public Works Department / Protective Inspection Division  
701 E. Broadway, Columbia, Missouri 65201  
Phone: (573) 874-7474 Fax: (573) 874-7283 TTY: (573) 874-7251

A NOTICE TO CITY OF COLUMBIA HISTORIC PRESERVATION  
COMMISSION OF THE INTENT TO DEMOLISH A STRUCTURE  
WAS SUBMITTED TO THE DEPARTMENT OF PLANNING AND  
DEVELOPMENT:

BUILDING ADDRESS: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

NOTICE RECEIVED BY: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DATE PROPERTY POSTED WITH SIGN \_\_\_\_\_

DATE SIGN WAS REMOVED \_\_\_\_\_